Amy Pearce Entry Plan

Administrative Intern

Stocks Elementary School

Before moving into the position of Administrative Intern, I worked as a high school mathematics teacher for 5 years. I also worked as a 5th grade science and math teacher for a year and a half. Aside from my experiences in my undergrad program, I have little classroom experience in the elementary realm. This is the main reason I wanted to complete my internship in this area. Because of this, I have chosen the following objectives to focus on as I transition through the first thirty days of my internship at Stocks Elementary School. I feel like fulfilling these objectives will help me become a better instructional leader by allowing me to give feedback and input on instructional practices and curricular programs selected to support instruction, remediation and intervention. I have also identified the importance of learning processes, procedures and routines followed at Stocks to gain a better understanding of how the school operates in order to be vital member of teams that will make decisions that will either affect them or be affected by them. This will also give me a better understand of the roles people play with the Stocks community.

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| **Objective One: Build knowledge of content and curriculum in order to appropriately assess teacher instruction and student learning.** | |
| Objective 1a: Become familiar with how to use Guided Reading, Reading 3D and Daily Five in instruction and in reading data. | |
| * Attend Guided Reading district Training * Attend Reading 3D district training * Identify teachers that excel in guided reading and Reading 3D and observe class * Read Daily Five book * Read and become familiar with common core goals for each grade level. * Attend Daily Five Conference * View Reading 3D assessment * Attend pacing guide sessions * Work with Title 1 Resource teacher, instructional coach and principal * Obtain and review 9 week pacing guide from each grade level | * 9/20/12 and 9/27/12 * 8/30/12 * 9/7/12 * 9/7/12 * month of September * 10/22/12 * ongoing * 9/7/12 |
| Objective 1b: Become aware of content objectives and best practices of other content areas. | |
| * Attend pacing guide sessions * Read and become familiar with common core objectives * Attend grade level PLCs * Identify and observe “master” teachers during class instruction * Work with instructional coach and administration * Obtain and review 9 week pacing guide from each grade level. | * 10/22/12 * 9/7/12 * weekly * ongoing * 9/7/12 |
| **Objective Two: Know policies, procedures, and routines that are already in place at Stocks Elementary Schools as a way to help guide future decisions that may affect them.** | |
| Objective 2a: Learn the roles of the staff and who to contact if I have a question about a particular issue. | |
| * Identify and build relationship with key personnel * Obtain and use district directory * Work with administration- questioning and interviewing | * Ongoing * 9/4/12 * Ongoing |
| Objective 2b: Learn day to day operations of the school morning and afternoon procedures for drop off/pick up, bus riders, breakfast, admit and release of car riders/walkers. | |
| * Review staff handbook * Work with administrative team * Rotate and work at each duty site | * 8/27/12 * ongoing * ongoing |
| Objective 2c: Learn additional procedures that help the school/district run efficiently. | |
| * Obtain and become familiar with critical incident plan. * Work with administrative staff * Work with school guidance counselor. * Attend district meetings | * 8/29/12 * ongoing * ongoing * ongoing |